



YCDP

Internal Services Department Youth Career Development Program



Program Description

The ISD Youth Career Development Program (YCDP) is a 12 to 24 month paid Internship Program for emancipated foster youth. The interns are assigned to an on-the-job training position in ISD that provides them with work experience and academic training. The goal of the program is to provide the Intern with work experience, prepare them for the County Civil Service Exam, and prepare them to be independent of County programs through a full time permanent position as a County employee.

YCDP History

- The program was established by ISD in 2000.
- Provides emancipated foster youth with on-the-job, academic, business, and life skills training.
- In 2003, the Board of Supervisors instructed DCFS and DHR to develop a County-wide employment incentive program for emancipated foster youth, modeled after ISD's program.

Program Overview

- YCDP offers a work and learning experience to Interns to enhance their skills and knowledge and an opportunity to enter into a career path in areas such as building crafts, stationary engineer, telecommunications, and information technology, clerical and accounting.
- Interns work in various ISD locations throughout the County of Los Angeles.
- Interns receive academic, business, and life-skill classroom training to enhance their job skills and personal development to help ensure future success in permanent employment. As part of their academic training interns receive 16 hours of training in data analysis and interpretation, 8 hours basic arithmetic instruction, 16 hours of business writing, reading comprehension, and written expression. Business skills development includes approximately 16 hours of training on ethics, diversity, time management, and public speaking.
- Interns have an opportunity to take a County of Los Angeles Open Competitive Examination leading to favorable prospects of being employed in a permanent full-time County position.
- Interns are paired with an ISD Mentor, who provides on-going support, encouragement, and guidance throughout the program period.

Program Requirements

- Emancipation from Los Angeles County Foster Care
- Referred to DHR by DCFS
- Minimum age of 17 years to apply and 18 at the time of enrollment
- Current participation or past completion in the Independent Living Program
- Pass the Career Development Intern examination administered by DHR
- U.S. citizen or non-citizen eligible to work for the County
- Pass an entrance interview with enrolling County department(s)
- Pass a background clearance by the Department of Justice
- Pass the County's required physical examination

YCDP Training Courses Provided

- Data Analysis & Interpretation Level 1: Interns learn to understand and interpret data provided in tabular formats.
- Data Analysis & Interpretation Level 2: Interns learn to understand data and interpret data in a variety of formats (e.g., tabular, textual, graphical, etc.)
- Business Communication/Reading/Comprehension/Written Expression: Assist Interns in developing their ability to read and interpret written material, prepare written communications, build knowledge of spelling, vocabulary, sentence structure, grammar and punctuation.
- Basic Arithmetic: Interns learn to solve problems of a mathematical nature using a variety of formats.
- Civil Service Test Prep: Interns receive skill assessments to determine where to emphasize further training. Complete practice exams and interview preparation.
- Ethics: Interns learn the importance of ethical behavior in the workplace.
- Diversity: Interns are introduced to the impact of culture and diversity on the workplace the behaviors that support valuing diversity.

- Time Management: Interns learn how to set priorities and techniques to create an efficient work pace.
- Public Speaking: Interns learn techniques to improve verbal communication and develop confidence to participate in meetings and give presentations.
- Personal Development: Interns are introduced to effective listening skills and how to appropriately resolve conflict in the workplace.
- Resume Writing & Interview Techniques: Interns learn how to write cover letters, prepare resumes, appropriate work place dress codes, and interviewing techniques.

Future YCDP Interns – Desirable Qualifications

- High School graduate or GED
- Prior work experience
- Motivated to graduate

DCFS Participation

- Recruitment of qualified emancipated foster youth
- Referral to DHR
- Publicize program and distribute youth with job bulletins and applications

Program Status

- To date, ISD has enrolled 111 interns, 74 have graduated, 56 have been hired by ISD.
- * - 24-month internship

Fiscal Year	Program Interns	Total Graduated	Total Hired
2011-2013*	6		
2009-2011*	7	6	5
2008-2009	7	7	7
2007-2008	7	4	4
2007-2006	7	6	6
2006-2005	7	7	5
2005-2004	6	6	6
2004-2003	6	4	4
2003-2002	15	8	6
2002-2001	30	17	9
2001-2000	13	9	4
Total	111	74	56

YCDP Staff Contacts

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